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## OST CUSTOMER AGREEMENT

## AGREEMENT NUMBER

06-TFC- 3022010201 -069

## PARTIES TO THE AGREEMENT

## a. CUSTOMER CONTACT / BILLING ADDRESS

AGENCY: U. S. Consumer Product Safety Commission

ATTN: Donna Hutton, Director, Division of Procurement Services

ADDRESS: 4330 East West Highway, Room 517

STATE, ZIP: Bethesda, MD 20814

PHONE: 301-504-7009

FAX: 301-504-0628

E-MAIL: [dhutton@cpsc.gov](mailto:dhutton@cpsc.gov)

## b. OST CONTACT/ADDRESS

U.S. Department of Transportation

Attention: Wanda Calderwood

M-52, Room 0327, P2 Level

400 7th Street, S.W.

Washington, D.C. 20590

Phone: 202-366-5743

Fax: 202-493-2436

## APPROPRIATION/ACCOUNT CODE CHARGEABLE

06SA EXOB 2300 53171 121Q Subject to availability of funds

## COST ACCOUNT PROGRAM ELEMENT CODE

14X4520000.2006.0000000000.1103006000

## EFFECTIVE DATE

10/01/2005 - 09/30/2006

## COST (ESTIMATED)

a. FY 2006

b. AMOUNT

\$

81,894

**DESCRIPTION OF SERVICES:** This Customer Agreement between the U. S. Consumer Product Safety Commission and OST-Transportation Services (TRANServe), is entered into under the statutory authority of the Administrative Working Capital Fund (49 U.S.C. 327) or the Economy Act of 1932 as amended (31 U.S.C. 1535), provides a written understanding of the Transit Benefit Program services TRANServe will provide to the customer. TRANServe will administer the customer's Transit Benefit Program in locations designated by the customer. TRANServe will provide liaison with the Washington Metropolitan Area Transit Authority and with regional transit providers and will order, purchase, verify, maintain, and safeguard fare media prior to disbursing to participants. TRANServe shall bear full responsibility for any fare media that is in its possession prior to disbursement to participants.

It is the responsibility of the customer to verify eligibility of recipients.

TRANServe will provide disbursing agents to cover distribution hours agreed upon by the customer and TRANServe. A copy of the annual distribution schedule is attached for review and confirmation. In the regional offices, fare media will be sent via courier to representatives designated by the customer for distribution. Each disbursing agent will be billed at \$19.00 per hour for either mailing or on-site distribution. Estimated distribution hours include preparation, balancing, and travel time. All expenditures made on behalf of the customer except for distribution services (e.g., fare media, fare media voucher fees, shipping, travel costs, etc.) will be subject to the 4.95% financial management fee.

**FUNDING / REPORTING:** OST-WCF will take an advance as required by 49 U.S.C. 327 "Administrative Working Capital Fund" NLT 30 days prior to the commencement of each fiscal quarter. Advances will be processed through the IPAC system. These quarterly advances will be adjusted throughout the year as necessary. Actual monthly expenses will be applied to the quarterly advance amounts, and the customer will be provided account activity reports by the 25th of each month detailing the amount applied to the estimated quarterly advance. DOT-OST Finance will also provide the customer's point of contact, identified on this agreement, a copy of the account activity reports along with the SF-1081s which document the IPAC payments. This agreement may be amended after approval by both the customer and OST if experience shows more or less service is required. Changes will be made by an amendment to the original agreement and must be signed by both parties. Estimated costs for the customer's transit benefit program are shown on page two:

CONTINUED ON PAGE 2:

2005 OCT 12 PM 2:47

US CONS PROD SAFETY COMH  
RECEIVED ADPS

## OST CUSTOMER AGREEMENT

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## SPECIFICS OF THIS AGREEMENT

## FARE MEDIA:

70 emp (NCR) rec'd an average of \$82.00 Per Month times 12 Months: \$ 77,280

- emp (region) receiving an average of \$ - Per Month times 12 Months: \$ -

\$ 105 Maximum amount per month.

OTHER SERVICE COSTS: (Vendor Surcharges, Shipping, Travel, etc. if applicable)

\$ 100

SUBTOTAL: \$ 77,380

## FINANCIAL MANAGEMENT:

SUBTOTAL x Management Fee of 4.95% \$ 3,830

## DISTRIBUTION SERVICES:

NCR Distribution - Number of hours 9 hours 4 times \$ 19 \$ 684

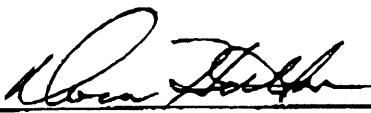
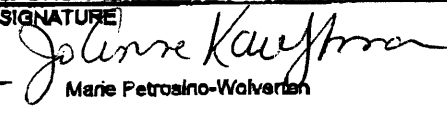
Regional Distribution - Hours 0 hours 4 times \$ 19 \$ -

Regional mailings/prep Hours 0 hours 0 times \$ 19 \$ -

Total estimated annual cost: \$ 81,894

## SUBJECT TO AVAILABILITY OF FUNDS

## AUTHORIZED APPROVALS

a. CUSTOMER AUTHORIZING OFFICIAL / FUND ADMINISTRATOR		b. ORGANIZATION PROVIDING SERVICES	
SIGNATURE	DATE	SIGNATURE	DATE
Donna Hutton	 9/28/05	 10/13/05	
TITLE:		TITLE:	
Contracting Officer		FOR Director, Office of Financial Management	

**DOT / OST Working Capital Fund Financial Information Sheet**  
**(Please complete all information.)**

	OST Working Capital Fund	Customer
Customer Number (If Applicable)	<u>3022010201</u>	<u></u>
Customer Name as it will appear on billing statement	<u>OST - WCF</u>	<u>CPSC</u>
Department / Agency	<u>U. S. Department of Transportation</u>	<u>U. S. Consumer Product Safety Commission</u>
Administration / Bureau or Major Command	<u>Office of the Secretary of Transportation</u>	<u></u>
Office / Division / Center	<u>Transportation Services</u>	<u></u>
OST-WCF Agreement / Project Number	<u>06-TFC- 3022010201 -069</u>	<u>CPSC -I-06-0003</u>
Agency Location Code - ALC	<u>69-01-0007</u>	<u>61-00-0001</u>
Taxpayer Identification Number TIN	<u>52-2211023</u>	<u>52-0978750</u>
Dun and Bradstreet Number DUNS	<u>13-222-7039</u>	<u>69287522</u>
Treasury Appropriation Fund Symbol TAFS	<u>69X4520</u>	<u>6160100</u>
Trading Partner Code TPC	<u>691400</u>	<u>610000</u>
Agency Accounting Code (Agency's Line of Accounting)	<u>14X4520000.2006.0000000000.1103006000</u>	<u>0</u> 06SA EXOB 2300 53171 121Q Subject to availability of funds
MIPR or Agency Obligor Document Number	<u>N / A</u>	<u>CPSC-I-06-0003</u>
OST-WCF Services Utilized	<u>Transit Benefits (NON-DOT)</u>	<u>Transit Benefits (NON-DOT)</u>
Program Contact	<u>Wanda Calderwood</u>	<u>Donna Hutton, Director, Division of Procurement Services</u>

**DOT / OST Working Capital Fund Financial Information Sheet**  
(Please complete all information.)

	<b>OST Working Capital Fund</b>	<b>Customer</b>
Program Contact Phone Number	<u>202.366.5743</u>	<u>301.504.7009</u>
Program Contact E-Mail Address	<u>Wanda.Calderwood@dot.gov</u>	<u>dhutton@cpsc.gov</u>
Program Contact Mailing Address	<u>U.S. Department of Transportation M-52, Room 0327, P2 Level 400 7th Street, S.W. Washington, D.C. 20590</u>	<u>4330 East West Highway, Room 517 Bethesda, MD 20814</u>
Bill Paying / Collecting Activity	<u>FAA Oklahoma City</u>	<u>CPSC Procurement</u>
Bill Paying / Collecting Activity Contact	<u>Chastity Adams</u>	<u>Gene Barber</u>
Bill Paying / Collecting Activity Contact Phone Number	<u>405.954.5421</u>	<u>301.504.7203</u>
Bill Paying / Collecting Activity Contact E-Mail Address	<u>Chastity.Adams@faa.gov</u>	<u>gbarber@cpsc.gov</u>
Bill Paying / Collecting Activity Address	<u>FAA / OST / WCF Account WCF Account c/o AMZ-120 P.O. Box 25730 Oklahoma City, OK 73125</u>	<u>Consumer Product Safety Commission Division of Procurement Services 4330 East West Highway, Room 522 Bethesda, MD 20814</u>
Advances Taken (Yes / No)	<u>YES</u>	<u>YES</u>
Frequency of Advances	<u>Quarterly until the fourth quarter, then as needed until the end of the fiscal year.</u>	<u>Quarterly until the fourth quarter, then as needed until the end of the fiscal year.</u>
Timing of Advances	<u>First week of the new fiscal quarter.</u>	<u>First week of the new fiscal quarter.</u>
OST-WCF Agreement / Project Number	<u>06-TFC- 3022010201 -069</u>	

CONSUMER PRODUCT SAFETY COMMISSION

FY06 Transit Benefit Distribution Schedule

Quarter: October, January, April, July

**4330 EAST - WEST, BETHESDA**

Thursday, October 6, 2005	9:00AM - 12:00PM
Friday, October 7, 2005	1:00PM - 4:00PM
Thursday, January 5, 2006	9:00AM - 12:00PM
Friday, January 6, 2006	1:00PM - 4:00PM
Thursday, April 6, 2006	9:00AM - 12:00PM
Friday, April 7, 2006	1:00PM - 4:00PM
Thursday, July 6, 2006	9:00AM - 12:00PM
Friday, July 7, 2006	1:00PM - 4:00PM

\* 30 minute lunches are staggered when 2 or more agents are present. One agent requires a 30 minute closure.

**Note: Based on current enrollment and distribution volume of each location, provide one transit agent for each 250 participants.**

[cheri.johnson@dot.gov](mailto:cheri.johnson@dot.gov)

DOT will

*Cheri Johnson*  
DOT

I. SUBJECT: FY-06 TRANSIT BENEFIT PROGRAM

II. AVAILABILITY OF FUNDS

FUNDS ARE NOT CURRENTLY AVAILABLE FOR THIS AGREEMENT. THE CONSUMER PRODUCT SAFETY COMMISSIONS' (CPSC) OBLIGATION UNDER THIS AGREEMENT IS CONTINGENT UPON THE AVAILABILITY OF APPROPRIATED FUNDS FROM WHICH PAYMENT FOR AGREEMENT PURPOSES CAN BE MADE. NO LEGAL LIABILITY ON THE PART OF THE CPSC FOR ANY PAYMENT MAY ARISE UNTIL FUNDS ARE MADE AVAILABLE TO THE CONTRACTING OFFICER FOR THIS AGREEMENT AND UNTIL THE DEPARTMENT OF TRANSPORTATION, TRANSPORTATION ADMINISTRATIVE SERVICES CENTER (DOT/TASC) RECEIVES NOTICE OF SUCH AVAILABILITY, TO BE CONFIRMED IN WRITING BY THE CONTRACTING OFFICER.

III. CPSC FINANCIAL OFFICER

CONSUMER PRODUCT SAFETY COMMISSION  
DIRECTORATE FOR ADMINISTRATION  
DIVISION OF FINANCIAL MANAGEMENT  
ROOM 522  
WASHINGTON, D.C. 20207

AGENCY PAYMENT OFFICER: MS. GENE BARBER  
TELEPHONE: (301) 504-7203

IV. DISAGREEMENTS

IN THE EVENT THAT CPSC AND DOT/TASC HAVE A DISAGREEMENT ARISING UNDER THIS INTERAGENCY AGREEMENT, THE PARTIES SHALL COOPERATIVELY SEEK TO RESOLVE THE DISAGREEMENT BY THEMSELVES. IF THE DISAGREEMENT CANNOT BE RESOLVED BETWEEN THEM, THE PARTIES AGREE TO SEEK THE ASSISTENCE OF A THIRD PARTY IN RESOLVING THE DISAGREEMENT

V. FASA COMPLIANCE

AS THE SERVICING AGENCY, DOT/TASC AGREES TO ACT IN FULL COMPLIANCE WITH SECTION 1074 OF THE FEDERAL ACQUISITION STREAMLINING ACT (FASA) OF 1994 ENTITLED ECONOMY ACT PURCHASES.

VI. STATEMENT OF WORK

DOT/TASC AGREES TO MAINTAIN AND DISTRIBUTE FARE CARDS TO CPSC UNDER THE TERMS AND CONDITIONS OF THIS INTERAGENCY AGREEMENT. DOT/TASC SHALL CHARGE CPSC FOR FINANCIAL MANAGEMENT FEES AND HOURLY DISTRIBUTION CHARGES AS DESCRIBED IN THE TERMS AND CONDITIONS OF THIS INTERAGENCY AGREEMENT.

VII ACCOUNTING AND APPROPRIATION DATA

Agency Location Code (ALC):	61-00-0001
Taxpayer ID No (TIN):	520978750
DUN'S No. (DUNS):	069287522
Appropriation Code #	6160100
Trading Partner Code(TPC):	61

END